

# Streams of Life Christian Fellowship, Coventry

## Privacy Notice

Streams of Life Christian Fellowship (Streams of Life) is committed to protecting personal data and respecting the rights of the people whose personal data we collect and use. We value the personal information entrusted to us and we respect that trust, by complying with all relevant laws, and adopting good practice.

As a result of a change in UK law, we now need to make each individual aware of the data we hold, the legal basis for doing so, and request consent where this is required. Please fill in the contact details you want us to use to communicate with you:

Name \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing this form you are confirming that you are consenting to Streams of Life, Coventry holding and processing your (and, where relevant, your children's) personal data, for the following purposes (please tick the boxes where you grant consent):-

I consent to Streams of Life contacting me by  post  phone  text  email.

I consent to Streams of Life keeping me informed about news, events, activities and services that Streams of Life, Coventry hold and to receive the Newsletter given to church attendees.

I consent to having my name on rotas for Worship/Projection, Handling PA, Leading Sunday School, Welcoming, Making Tea/Coffee, (as appropriate and as I have volunteered for) for this purpose, and to receive the rota directly or in the newsletter given to church attendees.

The above information will be held until 3 months after your last known attendance at a church activity, or on request (see full rights below).

**Sunday School Youngsters** - I consent to my children's names and the dates of attendance being recorded in a Sunday School attendance register. This is for the safeguarding of the young people and leaders/helpers in the group. If safeguarding issues were to arise, information from this register would be shown to the church child protection officer, and appropriate Authorities as legally required. These records will be kept for 50 years (as safeguarding issues can surface many years later)

**Granting Consent** - *You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data (so for example we may not be able to let you know about forthcoming services and events, except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm; you may not be made aware of your Sunday meeting responsibilities; or your children may not be able to attend Sunday School).*

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

You can find out more about how we use your data from our "Privacy Policy" which is available from our website or any Streams of Life Trustee.

You can withdraw or change your consent at any time by contacting the Streams of Life Data Protection Trustee; John Banks, via SoL.GDPR@gmail.com or on 07505 111822.

Please note that once you have withdrawn consent, all processing of that personal data will cease, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Please read further information overleaf...

**If you are a Gift Aid Donor** your contact information, donation dates and amounts will be held and processed as a Legal Obligation, and is shared with HMRC for tax reclaim purposes.

**If you make financial contributions** to the church via any means whereby your name and other details are communicated e.g. cheques or electronic transfers, these details will appear on church bank statements and paying-in books, which must be kept for 6 years as a Legal Obligation for Tax and Charity Commission purposes.

**If you are a church vehicle driver** your contact information, driving licence status, and any accident/conviction details will be collected annually as a Legal Obligation and shared with the church insurers. Only your name, contact details and date of latest information collection will be kept by the church. Records of who was driving and when will be kept for 12 months as a Legal Obligation and provided to any legal authority on valid request.

**If you are a Sunday School leader/helper** your name and the date will be recorded in an attendance register, when you lead/help in Sunday School. This is on the basis of Legitimate Interest for the safeguarding of the young people in the group and for your protection. These records will be kept for 50 years (as safeguarding issues can surface many years later). If safeguarding issues were to arise, information from this register would be shown to the church child protection officer, and appropriate Legal Authorities as required.

**If you are a Trustee or Primary Leader of a Sunday School class**, your name, DoB, Disclosure and Barring Service (DBS) certificate number, and date of last check will be held on the basis of Legitimate Interest for the purpose of checking your DBS status, normally annually. This information will not be shared with any other party, other than as required by law, and will be held for 12 months after you cease to hold these positions.

**Accident Book** - We are required, under the terms of use of the building in which we meet, to keep an accident book. Details of the individual's name and details of any accident occurring during any Streams of Life event will be recorded as a Legal Obligation. This information will be shared with the building owner and any other relevant parties where we have a legal obligation to do so, and will be held for 5 years.

## **Your Rights**

We will process your personal data in line with your rights, which include the right to:

- a) request access to any of your personal data held by us (known as a Subject Access Request);
- b) ask to have inaccurate personal data changed;
- c) restrict processing, in certain circumstances;
- d) object to processing, in certain circumstances, including preventing the use of your data for direct marketing;
- e) data portability, which means to receive your data, or some of your data, in a format that can be easily used by another person (including the data subject themselves) or organisation;
- f) not be subject to automated decisions, in certain circumstances; and
- g) withdraw consent when we are relying on consent to process your data.

The Streams of Life Data Protection Trustee is John Banks, who can be contacted via [SoL.GDPR@gmail.com](mailto:SoL.GDPR@gmail.com) or on 07505111822

Streams of Life Christian Fellowship, Coventry may be contacted at  
10 John Shelton Drive, Holbrooks, Coventry, CV6 4PE or via [streamsoflifecf@gmail.com](mailto:streamsoflifecf@gmail.com),  
And is a Registered Charity, No 1106784